

Permit # _____
Issue Date _____
Expiration Date _____

CITY OF LINCOLN
DEPARTMENT OF PUBLIC SERVICES
600 SIXTH STREET
LINCOLN, CA 95648
(916) 434-2450

Application Fee \$225 Paid Y ☐ N ☐
Deposit Paid Y ☐ N ☐
Size M ☐ m ☐
Insurance Cert Y ☐ N ☐

Estimated Inspection Hours _____
Deposit Amount _____
Waived by _____

ENCROACHMENT PERMIT
FOR
CONSTRUCTION / CONSTRUCTION-RELATED ACTIVITIES
WITHIN CITY RIGHT-OF-WAY

APPLICANT (required)

Company/Organization Name _____

Address _____ City _____ Zip _____

Contact Name _____ Telephone (Office) _____ (Cell) _____

LOCATION OF ENCROACHMENT _____

Estimated No. of Working Days _____ Anticipated Start Date _____

Construct Per Plans Approved on _____ (Date) by City Engineer.

Contractor State License Board No. _____ City Issued Business License No. _____

UTILITIES (if applicable)

Natural Gas Line: size _____ length _____ depth _____

Power Line: voltage _____ overhead _____ underground _____ length _____

Sewer Line: size _____ length _____ depth _____

Telephone Line: overhead _____ underground _____ length _____

Other Communication Line: overhead _____ underground _____ length _____

Water Line: size _____ length _____ depth _____

Other: _____

STREETS (if applicable)

Curb & Gutter: vertical _____ rolled _____

Sidewalk: width _____ length _____

Paved Dip: depth _____ from edge of road _____

Culvert Pipe: size _____ width paved _____ to bottom of pipe _____

Straight Driveway: width _____ grade _____ from edge of road _____

Other: _____

POOLS (if applicable)

Pool Type: _____

Dirt Dump/Spoils: _____

INSPECTIONS (REQUIRED FOR ALL APPLICANTS)

Contact the inspector at least 48 hours prior to commencing work: _____

OTHER / MISCELLANEOUS

LOCATION MAP AND/OR IMPROVEMENT DRAWINGS (ATTACH TO APPLICATION)
SHOW STREET AND DISTANCE TO NEAREST CROSS STREET. SHOW EXACT LOCATION AND REFERENCE ANY LANDMARKS. IN SOME CASES, AN ERROR OF 10 FEET CAN RESULT IN THE WRONG SPECIFICATIONS.

GENERAL PROVISIONS ON REVERSE SIDE; SIGN AND DATE

Permittee hereby understands and agrees that failure to complete all work described herein, on or before expiration date shown above, will give the City authority to exercise the option of (1) completing the work with City forces, or (2) engaging the lowest bidder to complete the work. This will also apply to work that is defective or does not meet the specifications or requirements of the permit. IN SUCH CASES THE PERMITTEE WILL DEFRAY ALL COSTS. See additional provisions on reverse side with specifications, if necessary.

Phone _____

APPROVED:
City Engineer or Designee

Signature of Applicant

BY _____ Date: _____

Print Name

GENERAL PROVISIONS

- A. This permit shall, in all respects, be subjected to and governed by the provisions of Chapter 5.5; commencing with Section 1450 Division 2 of the Streets & Highways Cod of the State of California, except where expressly superseded by more stringent County Ordinances or provisions contained herein.
- B. Permittee shall, at its expense, relocate subject encroachment when necessary because of street or highway improvements in accordance with Section 1463 of the Streets & Highways Code of the State of California.
- C. Permittee agrees to notify the City of completion of all work authorized under this permit, and shall obtain final approval and acceptance of work from the Public Services Department.
- D. Permittee agrees to place all necessary temporary traffic control (TTC) to properly protect road users and workers at all times. TTC shall conform to current CA MUTCD standards. Traffic shall be permitted to pass at all times unless otherwise specified. One-way traffic may be maintained, in the area of work only, upon approval by the City Engineer, and only during the approved days/hours.. Two-way traffic shall be maintained at all times, during hours of darkness and where practicable during daylight hours. TTC shall address all impacted road users, including vehicular traffic, bicyclists and pedestrian traffic where applicable.
- E. Permittee shall maintain the improvement constructed or made pursuant to this permit in good and safe condition for as permittee owns or controls the improvement.
- F. For underground pipelines and utilities at all locations, the length of trench open at any one time shall not exceed that in which the line can be laid and the trench back filled in one day, and the amount of line stored at any one location within the City right-of-way shall not exceed that which can be laid in one day. Stockpiling of trench back fill material and/or excavated material from the trench shall not be stored within the City right-of-way in excess of that which cannot be used within the same working day. No material from excavation or construction materials shall be stockpiled within existing roadway paved areas. Temporary paving of a minimum thickness of 1 ½” of premix pavements shall be placed within 24 hours after the completion of the back fill operation.
- G. Driveway access to private property shall be maintained at all times.
- H. This permit may be revocable at the sole discretion of the Public Services Director.
- I. The rights granted permittee under this permit are limited to those possessed by the City and the City does not warrant it has adequate rights for the intended use.
- J. Permittee shall indemnify City and its officers and employees for any and all loss or liability resulting from any work performed pursuant to this permit or any failure to properly maintain the improvement.
- K. No Permit to excavate shall be valid unless the applicant has been provided an inquiry identification number by a “Regional Notification Center” pursuant to Section 4216 and 4217 of the Government Code.
- L. Minor Encroachment permits are within the class of projects which do not have significant effect on the environment and are exempt from the provisions of the California Quality Act. (Ref. Section 15105(b) of the State FIR Guidelines.)
- M. “The City may issue several encroachment permits for work to be performed in a single area. The City does not warrant that the land for which this permit is issued is free of underground pipelines, utilities, or other obstructions. Permittee is responsible for installing its facilities in such a manner as to be compatible with existing facilities. The City does not warrant that the land will in the future be free from disturbances caused by other permittees.”
- N. Permittee shall not bury any underground modification or alteration to City Facilities without first having the modification or alteration inspected and approved by the Public Services Inspector. A minimum 48-hours notice shall be provided for request of inspection.
- O. Permittee shall not pave any trench restoration without first having subgrade and subbase inspected and approved by the Public Services Inspector. A minimum 48-hours notice shall be provided for request of inspection.
- P. Compaction testing of backfill for subgrade, subbase, base and finish pavement shall be provided in the frequency determined by the Public Services Director, or his designee, at the sole cost and expense of the Permittee.
- Q. Security guaranteeing completion of work within city right-of-way, or modification, or alteration of city facilities within its easements, shall be provided for 100% of the cost of impacts to city facilities in the form of a cash deposit, performance bond, or letter of credit for all work that involves impacts to city facilities of \$500 or greater. This requirement shall not apply to utility companies that are regulated by the California Public Utilities Commission.
- R. Security guaranteeing payment for work within city right-of-way, or modifications or alterations of city facilities within its easements, shall be provided for 100% of the cost of impacts to city facilities in the form of a cash deposit, payment bond or letter of credit for all work that involves impacts to city facilities of \$500 or greater. This requirement shall not apply to utility companies that are regulated by the California Public Utilities Commission.
- S. Provide the City of Lincoln with Certificate of Insurance naming the City of Lincoln as additional insured in the following amounts: General Liability:\$1,000,000;Combined single limit per occurrence for bodily injury and property damage Automobile Liability:\$1,000,000;Combine single limit per accident for bodily injury and property damage General Aggregate: \$2,000,000

I have read the above General Provisions and agree to abide by those Provisions.

Signed

Date

Title / Position

Telephone